

Missouri Office of Information Technology

Electronic and Internet Forms Design Standard	Document Number: ITPS0011
	Effective Date: 08/13/2002
	Published By: Office of Information Technology

1.0 Purpose

This is intended to advise agencies on the mandatory statewide contract enabling all State agencies as well as local governments to acquire Amgraf OneForm Designer Plus software for use in their forms development and E-Government initiatives. It includes training and technical support, as well as programming services, which may be needed to develop customized applications.

2.0 Scope

The use of contract C203008001 is Mandatory for all state agencies. Local Purchase Authority shall not be used to purchase supplies/services included in this contract unless specifically allowed by the contract terms.

*NOTE: THE AMGRAF ONEFORM DESIGNER SOFTWARE PRODUCTS HAVE BEEN ESTABLISHED AS THE **STATE STANDARD** by the Office of Information Technology.

3.0 Background

The State of Missouri has issued a single source contract to Amgraf, Inc., Kansas City, Missouri for the acquisition of OneForm Designer Plus software licenses to be used throughout the State for design and development of electronic and Internet business forms. The contract is a result of the state's eGovernment Initiative that designates OneForm Designer Plus as the standard for forms development for the State.

The Forms Management Division, Office of Administration, has used the software since 1998 to design and develop more than 1200 forms. The Missouri State Highway Patrol has used the software to create an electronic Accident Investigation report form.

OneForm Designer Plus software is a complete development toolkit that provides sophisticated drawing tools, field mapping capabilities, and workflow support. The end result is a form file that can be used to output to plate (for printing),

generate an electronic form, or generate a version to be used within a browser on the Internet or on an Intranet. The one file remains at the source for easy revision management. Users of the forms do not need any special software on their PC.

The Missouri Office of State Courts Administrator, in cooperation with the Office of Administration, Division of Purchasing and materials, prepared the contract.

4.0 References

- 4.1 Office of Administration, Division of Purchasing and Materials Management, Contract number C203008001.

<http://www.oa.mo.gov/purch/cgi/display.cgi?contnum=C203008001>

5.0 Revision History

Date	Description of Change
08/13/2002	Original contract period 08/13/2002 through 02/28/2003
02/28/2003	Contract renewed through 02/28/2004

6.0 Definitions

N/A

7.0 Inquiries

Direct inquiries about this document to:

Office of Information Technology
Truman Building, Room 560
301 W. High Street
Jefferson City, MO 65102
Voice: 573-526-7741
FAX: 573-526-7747

Electronic and Internet Forms Design Standard

AMGRAF Oneform Designer Software Products have been established as the State of Missouri standard electronic and internet forms design.

MISSOURI STANDARD FOR ELECTRONIC AND INTERNET FORMS DESIGN

State of Missouri names OneForm Designer Plus as the State's Standard for Electronic and Internet Forms design.

The State of Missouri has issued a single source contract to Amgraf, Inc., Kansas City, Missouri for the acquisition of OneForm Designer Plus software licenses to be used throughout the State for design and development of electronic and Internet business forms. The contract is a result of the state's eGovernment Initiative that designates OneForm Designer Plus as the standard for forms development for the State.

The contract enables all State agencies as well as local governments to acquire the software for use in their forms development and eGovernment initiatives. It includes training and technical support, as well as programming services, which may be needed to develop customized applications.

The Forms Management Division, Office of Administration, has used the software since 1998 to design and develop more than 1200 forms. The Missouri State Highway Patrol has used the software to create an electronic Accident Investigation report form.

OneForm Designer Plus software is a complete development toolkit that provides sophisticated drawing tools, field mapping capabilities, and workflow support. The end result is a form file that can be used to output to plate (for printing), generate an electronic form, or generate a version to be used within a browser on the Internet or on an Intranet. The one file remains at the source for easy revision management. Users of the forms do not need any special software on their PC.

The Missouri Office of State Courts Administrator, in cooperation with the Office of Administration, Division of Purchasing and materials, prepared the contract.

Amgraf, Inc. a Missouri corporation based in Kansas City, Missouri, is a software developer founded in 1975. Amgraf's primary products include OneForm Designer Plus, MECCA 2000, and Triton Electronic Proofing software. Amgraf provides the technology for developing and deploying "paper-friendly" e-business forms. E-business forms provide the structure for user interaction with business processes, including eCommerce and eGovernment. They meet all the requirements of professional business forms. They can result in paper, electronic or Internet output.



State of Missouri

Bob Holden
Governor

OFFICE OF INFORMATION TECHNOLOGY

Gerald E. Wethington
Chief Information Officer

Post Office Box 809
Truman Building, Room 560
Jefferson City, MO 65102
(573) 526-7741
Fax: (573) 526-7747
Home Page: <http://www.oit.state.mo.us>

August 13, 2002

Karen Boeger
OA/Division of Purchasing
Truman Building Room 630
Jefferson City, Missouri 65101

Dear Karen:

The Office of Information Technology continues to identify opportunities that will provide conformity and consistency and further promote the efficiencies of information technology standards across state agencies. Several initiatives, including e-government, identified a need to establish standards for an electronic and internet forms package.

Based on product reviews and input from the Forms Management Unit in the General Services Division of the Office of Administration, the One Form Designer Plus product from Amgraf, Incorporated was selected. This product is referenced as a standard in the E-government contract. Attached is the Justification provided by the General Services Division.

Sincerely,

Gerald E. Wethington
Chief Information Officer

Attachment

See file for signature

March 14, 2002

**Business Case : Use of Amgraf OneForm software
To create electronic and internet forms**

In 1992, when electronic forms was in its infancy Forms Management looked for a Windows based software that could serve the needs of creating electronic forms for all agencies and customers to use. At that time we chose a software that enabled us to create such forms but the shortfall was that in order for anyone to use the forms they had to purchase a filler package for each PC. While the cost was only \$100 per filler package, on a statewide level the cost would be prohibitive. A site license for unlimited fillers would have cost close to a million dollars.

Windows based software at no cost to users: In 1997 Amgraf announced the windows based software OneForm that would allow us to design and create electronic and internet forms and then put them either on our website or an agency's website so that everyone could have access to the forms at no cost. This is true for all users whether in state agencies or from anywhere outside of government. Users are able to either download a blank form and fill in manually or bring up the forms on the screen and fill in electronically before either downloading or e-mailing to other users on OneForm. Recently Amgraf announces an upgrade that now makes OneForm accessible to Macintosh users also.

Minimal cost to purchase software and maintenance: Forms Management purchased four of the OneForm packages from Amgraf for about #3,500 each. This was one for each forms analyst thus allowing them to create electronic forms. This \$14,000 price tag was much less than purchasing a site license for other vendors software packages. Amgraf provided the necessary training for the staff and has been readily available for consultation. Numerous times their staff has helped us work on the background programming of certain forms because of unique calculation and or internet requirements. The annual maintenance cost is \$400 per software package which in the five years we've had the software has provided us with various upgrades of the software many of which have been made due to our suggestions and the good working relationship that we have with Amgraf.

Customer friendly software: When Forms Management purchased initially announced to the state agencies about the new software there was the usual reservations and doubts about how well it would work, but that was quickly resolved when they saw how easy it was to access the forms and fill them out. We now have completed over 1,300 universal and agency specific electronic forms and average between 3,500 to 4,000 downloads from our website each month. To quote a user from Chicago Illinois, "Your State has the most convenient downloads and the easiest to use electronic forms. I wish all of the States has this!"

Software Conversion: Another plus in working with OneForm is that any forms that were previously typeset in windows based software such as QuarkExpress, which is what State Printing uses, can be easily converted into electronic forms. The State presently has over 20,000 forms that have been created by State Printing. It would have cost over \$700,000 to recreate all of these forms.

Internet Forms: And finally as was previously mentioned, OneForm has the unique ability to convert electronic forms into internet forms. This allows users to fill in a form and then send it electronically to an agency's database. This eliminates the need for manual data input and allows the agencies to have ready access to the data files that have been created. This seamless conversion has become and will continue to be a very positive improvement in the processing of information data for the State.

To summarize, benefits such as minimal cost to purchase the software, no cost to users, customer friendly, cross platform accessibility, ease in converting existing forms and in creating internet forms are all positive attributes of OneForm. The cost avoidance savings in using this software is over 1.5 million dollars thus for and it will continue to be a vital part of Missouri's E-Government initiative.